

For office use only

State of Vermont  
Department of Labor  
Wage and Hour Program  
Drawer 20, Montpelier, VT 05620-3401 Phone: 802-828-0267

For office use only

Response: \_\_\_\_\_

Date \_\_\_\_\_

## COMPLAINT FORM

[Use the Wage/Benefit Claim form, not this form, to claim money due to you]

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
PO Box /Street Town State Zip

If no phone, how may you be reached? \_\_\_\_\_

May we leave an explicit message for you, including information about this complaint? \_\_\_\_\_

Do you wish us to tell the employer the source of this complaint? \_\_\_\_\_ If no, the Wage & Hour Program will NOT contact you with the results of our inquiry.

Business Name: \_\_\_\_\_ Business Phone #: \_\_\_\_\_

Business owner's name: \_\_\_\_\_ Type of business: \_\_\_\_\_

Business MAILING Address: \_\_\_\_\_  
PO Box/Street Town State Zip

Business PHYSICAL Address: \_\_\_\_\_  
Street Town State

Are you an employee of this business? \_\_\_\_\_

Complaint about (check all that apply)

- \_\_\_\_\_ Unlawful child labor [21 VSA Chapter 5 §4/Child Labor Rules]
- \_\_\_\_\_ Failure to provide a proper wage statement with each wage payment [Vermont Minimum Wage Rules]
- \_\_\_\_\_ Failure to provide reasonable opportunities for employees to eat and use toilet facilities [21 VSA §304]
- \_\_\_\_\_ Change of wage payment schedule without advance written notice [21 VSA §342(b)]
- \_\_\_\_\_ Unauthorized payment of wages by electronic transfer [21 VSA §342(d)]
- \_\_\_\_\_ Failure to post mandatory employment law posters [21 VSA §442, Vermont Minimum Wage Rules]
- \_\_\_\_\_ Other (describe) \_\_\_\_\_

Please explain your complaint (attach additional sheets if necessary): \_\_\_\_\_

I hereby certify that, to the best of my knowledge, these statements are true.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Equal Opportunity is the Law. The State of Vermont is an Equal Opportunity/Affirmative Action Employer. Applications from women, individuals with disabilities, and people from diverse cultural backgrounds are encouraged. Auxiliary aids and services are available upon request to individuals with disabilities. 711(TTY/Relay Service) or 802-828-4203 TDD (Vermont Department of Labor).